

GCLM User Team Meeting Notes June 14, 2006

Attendees: Beam, Doug (OFM); Castro, Rick (OFM); Hanson, John (CTED); Hontanosas, Del (CTED); McAuliffe, Kreighan (ECY); Zeiler, Gary (ECY)

Invited: Stewart, Debbie (ECY)

OFM Web Site: <http://www.ofm.wa.gov/accounting/grants/default.asp>

Next Meeting: Wednesday, June 28, 3:00 pm – 5:00 pm, Point Plaza West 2nd Floor Large Conference Room

Meeting Agenda for June 21, 2006:

Approve June 14, 2006 Meeting Minutes
Work Plan Review
Approve Project Ground Rules
Status of RFI Letter, Questionnaire, Appendix A, Appendix B, and Appendix C
Vendor Demonstration Dates
Recap of OFM Third Kick-Off Meeting

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Notes from June 14, 2006 Meeting

1. Approved June 7, 2006 Meeting Notes.
2. Business Analyst Status
 - a. ECY intends to fill this position by 7/16 internally.
3. Work Plan review / update
 - a. Presented the up-dated work plan. The work plan RFI section will:
 - i. Expand to include each document.
 - ii. List more detail on the RFI process.
4. Kick-off meeting planning
 - a. Change Kreighan McAuliffe's title from Internal Project Manager to IT Project Manager.
 - b. A third kick-off meeting is June 20 at OFM. Discussion is on a Legislative decision package or other funding, and participation of other agencies in this project. A start for contacting other agencies is the agencies in the Roadmap Grants Study. The agencies in the Roadmap Grants Study besides CTED and ECY were DOR, DOT, DSHS, F&W, GA, HCA, IAC, and LNI. Participants in this kick-off meeting are Wolfgang Opitz, Sadie Hawkins, Allen Schmidt, Doug Beam, Rick Castro, Jim Cahill, Ann-Marie Sweeten, Theo Yu, and Mike Woods.
 - c. Concerns with new agency(s) joining the Team are:
 - i. New requirements – increase to scope.
 - ii. Impact on the time schedule.
 - iii. Ease in implementation.
5. RFI Letter, Questionnaire, Appendix A, Appendix B, and Appendix C
 - a. The Team, with changes, approved the RFI Letter, Questionnaire, and Appendix A. These documents will go to OFM Contracts (Susan Johnsen and Jan McMullen) for approval prior to vendor distribution.
 - b. The Team approved changes to Appendix B. A lead-in paragraph will be disseminated to the Team for approval, before Appendix B goes to OFM Contracts for approval prior to vendor distribution.
 - c. Appendix C will continue to be up-dated and sent to OFM Contracts for approval prior to vendor distribution.

6. Discussed name of the project and decided to retain the current name, but emphasize in communications that this project is the disbursing of money to recipients. Also, the vendor product demonstration can be different than the Use Case sequence. For the Glossary of Terms and Definitions, check the Roadmap Enterprise definitions.
7. The RFI Tentative Dates Are:

Send to OFM Contracts by	6/21	
OFM Contracts Approval by	7/03	
Mail to Vendors + Ad by	7/07	Comment: Indicate Time Sensitive Material.
Vendor Routes to Appropriate Staff by	7/14	
Vendor Responds by	8/11	
Vendor Proposals Assessed by	9/01	
Schedule Vendor Demonstrations	9/11 to 9/29	
8. The Team identified the risk that no vendors would respond to the RFI. For mitigation the Team agreed that a custom solution would then be pursued.

Action Items

Action	Assigned	Due Date
Contact David Koch regarding Kick-Off meetings.	Doug	6/15/2006
Prepare and distribute Appendix B lead-in paragraph. Receive comments and approval from the User Team.	Doug	6/16/2006
Reserve OFM Point Plaza Training Room for Vendor Demonstrations	Rick	6/16/2006
Send to OFM Contracts for approval the RFI Letter, Questionnaire, Appendix A, Appendix B, and Appendix C	Doug	7/03/2006
Continue to Up-Date Appendix C Terms and Definitions	Team	On-Going
Distribute new Product Charter	Doug	6/23/2006